



**STATE OF CALIFORNIA
State Council on Developmental Disabilities
Regional Office/Area Board XIII
San Diego**

EMPLOYMENT OPPORTUNITY

POSITION: Regional Office Manager/Area Board Executive Director
(Exempt from Civil Service)

SALARY: \$4965 – 5478 per month

DEADLINE: Monday, September 15, 2003 (Revised date)

INSTRUCTIONS: Submit Cover Letter, Resume and State Application to:
State Council on Developmental Disabilities
2000 "O" Street, Suite 100
Sacramento, CA 95814
Attention: Charlene Sanders

The California State Council on Developmental Disabilities (SCDD) is an independent State agency established by federal and State law. Its mandate is systemic change, capacity building and advocacy to promote a consumer and family-based system of services, supports and other assistance. The goal of the federal law is to enable people with developmental disabilities to achieve self-determination, independence, productivity and community integration and inclusion. The SCDD Regional Office/Local Area Board XIII is located in San Diego and serves the counties of San Diego and Imperial.

Federal law and State law require the SCDD to identify ways to improve and increase services for individuals and their families, and to submit these to the federal government in the form of a State Plan. The Plan addresses specific information required by federal law within specified priority areas, and includes the Council's determination of California's priority issues and resulting Council goals and objectives for the time period covered by the Plan. The Plan must be approved by the federal Administration on Developmental Disabilities.

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Duties: Under the supervision of the Deputy Director for Area Board Operations, the Regional Office Manager/Local Area Board Executive Director is responsible for all operational activities of the Regional Office/Local Area Board office and all support services including, but not limited to:

- Providing assistance to the Local Area Board appointed members, in setting goals and priorities for the local catchment area in preparing Board meeting agendas, in preparing Board correspondence, and in Board member training.
- Conducting local advocacy, capacity building and systemic change activities in the implementation of the State Plan at the local level.
- Identifying and reporting to the Council, local issues with the California developmental disabilities system; collecting, analyzing and reporting pertinent data; preparing recommendations for local action and implementing plans of action. Identifying ways to improve and increase local services for individuals and their families consistent with the State Plan.
- Monitoring local agencies that serve people with developmental disabilities for compliance with local, State and federal laws, statutes and regulations.
- Analyzing and reporting to the Deputy Director for Area Board Operations, the impact of State and federal regulations and proposed legislation on people with developmental disabilities and their families.
- Providing public information and/or training to local consumers, parents, service providers, local policymakers and the general public regarding important issues impacting people with disabilities and their families, consistent with federal and State requirements.
- Supervise all Regional Office staff.
- Administering the operation of a State office; preparing program, budget and outcome reports; over-seeing personnel matters; and, preparing local catchment area data reports to various State agencies, for headquarters review and consideration.
- Networking with local community agencies and disability groups to work collaboratively on issues of mutual concern, consistent with the State plan and Council contracting responsibilities.
- Facilitating assistance locally to or on behalf of people with disabilities and their families in the pursuit of administrative or other remedies to alleged denial of legal, civil or other service rights.
- Supporting and conducting activities to eliminate local barriers to access and use of community services.
- Acting as a spokesperson in maintaining SCDD and Local Area Board visibility throughout the local community in promoting the values articulated in federal and State law.
- Assist in the establishment of local Self Advocacy organizations led by people with developmental disabilities.
- Other duties as assigned

Qualifications:

- Hold a minimum of a Bachelor's degree from an accredited college or university. Prefer graduate degree in a human services field or J.D.
- Minimum two years of experience in the administration of human services programs, including experience in management, program review and planning, and community organization.
- Experience in working with public and/or private organizations and agencies serving people with developmental disabilities. Prefer experience in the development and implementation of advocacy services.
- Knowledge of the developmental disabilities services system in California, including relevant statutes, laws and regulations and their impact on people with developmental disabilities and their families.
- The ability to develop an effective working relationship with the Local Area Board members, Council headquarters staff and community organizations and agencies in the catchment area.
- Excellent communications skills, both verbal and written, and be computer literate.
- The ability to work independently with minimal supervision.
- The ability to develop consensus among diverse groups and to maintain positive working relationship.
- Ability to work with and for people with developmental disabilities and their families.

The SCDD is an equal opportunity employer regardless of race, color, creed, national origin, ancestry, sex, marital status, disabilities, religion, political affiliation, age or sexual orientation.